

## Course Outline: REM 602.

### REM 602: Professional Planning Practice

**Instructor: Thomas Gunton**

**Date: Spring 2016**

**Class Times: Thursdays 230-630 in TASC 2 7520**

**Prerequisites: In the planning stream and completion of two terms in REM**

#### A. Course Description

This course is designed as a seminar course for second year REM students in the planning stream. The objective of this course is to provide students with professional planning practice experience. The course consists of two options described below. Potential internship opportunities for option 1 are provided in the attached appendix.

#### B. Option 1: Internship

Assignment	Description and Requirements
Planning Internship	Complete minimum 80 hours of internship with a practicing professional planner. The internship will be chosen by the student. Internship scheduling will be flexible in order to meet the needs of the student and agency.
Requirements	<ol style="list-style-type: none"><li>1. Submit internship proposal form for approval (see proposal approval form).</li><li>2. Submit internship activity log (see internship activity log form) to the instructor. This form is completed by the intern and is signed by the intern supervisor. This form is submitted two times: 1. half way through the internship (progress report) and 2. on completion of the internship.</li><li>3. (Prepare power point presentation (max 15 slides) on internship experience (description, lessons learned)</li></ol>

### Steps in Option 1 Internship

Step	Recommended Completion Date*
1. Identify the internship you are interested (see attached list for suggestions).	October 26
2. Send your choice to course instructor for approval.	October 26
3. Send the standard introductory letter by email to the contact person.	October 31
4. Contact the contact person by phone to confirm whether opportunity is available and if it meets your needs.	November 2
5. Submit the internship proposal form to instructor for approval.	December 1
6. Submit activity log progress report form	March 1
7. Submit final activity log form at end of the internship.	April 8 or on completion
8. Provide presentation on internship experience.	April 8

\* students may complete these steps anytime prior to these dates

### C. Option 2: Planning Project Workshop

Assignment	Description
Planning project	Students will choose a planning project and will work in a group or individually to prepare a report submitted to the instructor.
Requirements	<ol style="list-style-type: none"> <li>1. Submit project proposal for final approval by instructor by January 7.</li> <li>2. Submit project draft project by March 18.</li> <li>3. Make project presentation to class</li> </ol>

### Steps in Option 2

Step	Date Deadlines*
Identify project	November 16
Send your choice to course instructor for approval.	November 16
Submit project workplan with milestones	January 7
Commence work	January 7
Submit draft report	March 18
Submit final project report	April 8

